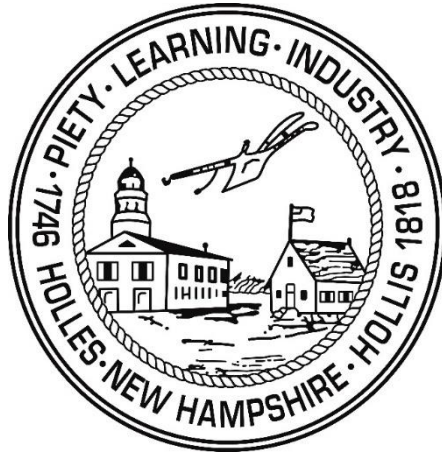


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# ***TOWN OF HOLLIS, NEW HAMPSHIRE***

## ***Facility Rental & Usage Policy***



***Adopted***

***October 11, 2010***

***February 10, 2014***

***October 12, 2020***

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# Town of Hollis Facility Request Form

OFFICE of the SELECT BOARD

Town of Hollis  
Seven Monument Square  
Hollis, New Hampshire 03049

Name of Responsible Party: \_\_\_\_\_

Nature of Organization:      Town Committee \_\_\_\_\_      Hollis Resident \_\_\_\_\_

                                 Hollis Nonprofit \_\_\_\_\_      Community Organization \_\_\_\_\_

Please indicate the facility you are requesting to use:

                         Lawrence Barn Community Center \_\_\_\_\_      Town Hall Community Room \_\_\_\_\_

Please indicate the nature of your event:

                 Meeting \_\_\_\_\_      Show/ Exhibit \_\_\_\_\_      Social Gathering \_\_\_\_\_

Other (please describe): \_\_\_\_\_

NOTE: The Town of Hollis does not have a license to show copyrighted movies.

List the date & time of your event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Total number attending: \_\_\_\_\_ Adults: \_\_\_\_\_ Minors: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have read and understand the Town of Hollis Facility Rental and Usage Policy. I take responsibility to ensure that all participants adhere to the policy. I understand that a Certificate of Insurance must be filed with my requestor I must sign a Facility Use Agreement and Release Indemnification.

By signing this document, I agree that we will provide the appropriate level of risk mitigation including emergency orders, the CDC and the New Hampshire Department of Health & Human Services concerning these activities. I agree to indemnify, defend and hold harmless the Town of Hollis from and against any liabilities or claims arising from unintentional exposure of harm due to COVID-19.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed form along with full payment to Hollis Town Hall.

## FOR OFFICE USE ONLY

Total Fee: \$ \_\_\_\_\_ Usage Fee: \$ \_\_\_\_\_ Cleaning Deposit: \$ \_\_\_\_\_

Full payment Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Check#: \_\_\_\_\_

Certificate of Insurance or Facility Use Agreement Received: \_\_\_\_\_

# **Town Hall Community Meeting Room Rental and Usage Policy**

## **Location**

Hollis Town Hall is located at 7 Monument Square, Hollis, NH 03049.

## **Available Space**

Town Hall, Community Meeting Room, first floor

Accessibility: The Community Meeting Room is completely accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

Parking: Parking is located on Monument Square Common. Additional parking is located behind the Hollis Social Library. Under no circumstances is parking allowed behind the Town Hall building.

## **Hours of Availability**

Hours of Operation: 7:00 a.m.—11:00 p.m.

To inquire about available hours, contact the Hollis Town Hall at 603-465-2209. Requests for events outside the hours of availability will be considered upon request.

## **Description of Physical Space**

The Community Meeting Room, which is located on the first floor, can legally accommodate 78 persons based on New Hampshire guidelines. The space is heated and air-conditioned. The bathrooms are handicap accessible.

## Scheduling and Rates

Every group requesting use of meeting rooms must first contact the Town Hall. A Facility Request Form must be completed and all fees paid prior to confirmation of reservation.

All fees and deposits are waived for Hollis Town Boards, Committees, Commissions and Departments.

In the event of a scheduling conflict, priority shall be given to Town Boards, Committees and Commissions and Departments. All other requests for meeting rooms will be accepted in the order of receipt.

Prices are listed below. Payment in full shall be due prior to confirmation of reservation.

	Full Day	Meeting Fee 2-Hour Maximum
Hollis Community Organization/Non-Profit	\$50.00	\$10.00

Deposits: Payment in full shall be due prior to confirmation of reservation.

Key Deposit: A refundable key deposit of \$10.00 shall be required. The deposit will be returned after inspection of the meeting room following the event.

Cleaning Deposit: A refundable cleaning deposit of \$100.00 may be collected when a request is approved for use of the Community Room. The deposit will be returned after inspection of the meeting room following the event.

Cancellation Policy: In the event of a cancellation written notice shall be given to the Town of Hollis within 30 calendar days of the scheduled event. A full refund of all monies will be returned if proper notice was received. If your cancellation notice was not received within the specified time, you will forfeit all rental fees. All applicable deposits will be returned according to the Town's refund schedule.

## Liability Coverage

Organizations wishing to use the Town Hall Community Meeting Room, other than those elected or appointed by the Town, must provide a certificate of liability insurance naming the Town of Hollis as the insured party.

Organizations who wish to use the Town Facility must provide a certificate of event insurance and name the Town of Hollis as the insured party through their personal insurance OR sign a Facility Use Agreement and Release/Indemnification form.

If an event is being catered OR if an event is hiring a group to perform, the caterer or performance group must provide a certificate of insurance naming the Town of Hollis as an additional covered party. All fees and liability insurance, including endorsement to an individual's policy naming the Town of Hollis as an additional covered party, must be submitted to the Town of Hollis Select Board, Town Administrator or their designee prior to the event.

Without proper liability coverage, any event may be cancelled.

## **Town Hall Community Meeting Room Rules and Regulations**

Users of town facilities are subject to all existing Town ordinances and State regulations.

The applicant and the organization shall be held responsible for the proper use of the facility and for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed to on the application and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of this facility, grounds, or fields, the amount of damage shall be decided by the Town of Hollis or designee; and a bill for damages will be presented to the group or individual occupying the facilities, grounds, or fields during the time that loss or damage was sustained.

All applicants for use of the Town Hall shall hold the Town of Hollis free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities.

Users shall provide any necessary police and fire protection as per Town ordinances. Additional fees may apply. Special Detail Rates shall be consistent with those rates established in the Police Department Collective Bargaining Agreement (CBA), including administrative fees as established by the town of Hollis, and will be billed to the responsible party in need of police presence during an event.

Posters, decorations, and displays must be removed at the end of the event. Items may only be attached using painter's tape. Thumbtacks and nails are not allowed under any circumstances.

Material and leaflets, which advocate the election of a candidate, political or otherwise, must be removed at the end of the event.

Signs shall not be placed on Town property without the expressed permission of the Select Board.

The Executive table is not to be moved.

All minors must have appropriate adult supervision.

No food or other perishables are to be left in the facility.

The Town will not be responsible for articles left in the facility.

**THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND.** Any consumption of alcoholic beverages or illegal substances by a member of the organization, audience, team, or attendee shall forfeit the right of that organization or individual to use the property.

When leaving the facility at the end of the event, the person responsible must ensure that all doors are locked, lights are out, and the key is returned to the Town Hall.

The Town of Hollis reserves the right to refuse use of its grounds to anyone other than a Hollis resident. If a Hollis resident requests the use of a Town Hall meeting room on behalf of a person or persons who are not residents of Hollis, then the non-residents must be members of the applicant's immediate family (grandparents, parents or siblings).

The Town of Hollis reserves the right to refuse use of its grounds for functions that conflict with its mission. The Town of Hollis and its departments shall always have the precedence for use of its facilities free of charge and reserves the right to void any reservation by other parties at any time. The Town will not exercise this right except in instances where the greater public good will be served, such as a need to open an emergency shelter or when a town sponsored event requires the use of the facility.

## **How to Reserve Space**

To reserve space in the Town Hall:

1. Print the Facility Request Form and review the Town Hall Community Meeting Room Rules and Regulations, which can be found at [www.hollisnh.org](http://www.hollisnh.org)
2. Submit the completed request form to the Hollis Town Hall. If the requested space is available, you will be asked to submit a Certificate of Insurance or the Facility Use Agreement and Release/Indemnification form along with any applicable fees and deposits to the Town of Hollis prior to confirmation of reservation.

## **Questions**

If you need information or have questions, please contact:

Telephone

603-465-2209 ext. 111

Email

[townhall@hollisnh.org](mailto:townhall@hollisnh.org)

Postal Address

Hollis Town Hall

7 Monument Square

Hollis, NH 03049

# **The Lawrence Barn Community Center Rental and Usage Policy**

## **Mission**

The Lawrence Barn Community Center's mission is to provide the residents of Hollis, NH, a central community meeting place and to advance a diversity of programming for the creative, intellectual, social, and recreational enjoyment of Hollis residents.

## **History**

The Lawrence Barn is a rare structure, spanning almost the entire agricultural history of Hollis with its double English-style timber frame with yet a third addition—three barns in one. The first and oldest barn, a four-bay barn, was built in the 1780s during the time of the American Revolution. It is as old as our country! Its beams were hand hewn from Hollis trees, and it is one of perhaps only a half-dozen double or triple English barns left in all of New England. The Lawrence Barn was originally located on Depot Road a mile south of its current location.

The Lawrence Barn is significant because it reflects so many common elements about the history of our community. The barn reflects the agrarian background of the Hollis community. It reflects our early architecture, the town's socioeconomic base, and our cultural and agricultural heritage. We have no other barn standing in town that is as old, as significant in size and construction techniques, and as well preserved for its age.

The reconstructed interior barn frames are a great visual learning tool to easily view the chronological history and evolution of timber framing techniques used in the United States. Visitors can see where six different framing members come together in a very complex system of mortise and tenon joinery. These sophisticated joinery techniques and engineering skills had developed over the centuries in England and were utilized by the early colonists in our country. In this way, we can compare what was lost when the craft of timber framing was replaced by modern stick-built construction.

## **Facility Usage**

### Permitted

- Community gatherings
- A meeting place for community organizations and clubs
- Recreational and cultural activities
- Enrichment programs
- Exhibits and social events, where the public is welcome to attend, will require a Special Event License approved by the town Police Chief, Fire Chief and Town Administrator.
- Events sponsored by a Hollis town department.
- Events sponsored by SAU41.

### Not Permitted

- Business Use (including meetings, expos and/ or the promotion or solicitation of a business)
- Weekly regularly scheduled meetings except for programs sponsored by the Hollis Recreation Commission as determined by the Select Board.
- Tents with metal or wood stakes in the ground without prior approval.
- Inflatable bounce houses
- Candles or any open flames



## Available Space

1. Large Common Area (30' x 67' or 2,000 sf)
2. Small Meeting Room (20' x 32' or 640 sf)
3. Serving Kitchen

**Accessibility:** The Lawrence Barn Community Center (LBCC) is completely accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

**Parking:** Parking is available. Motor vehicles are allowed on designated roadways and in parking lots only. Parking must be within the designated areas, and vehicles must not be parked in a manner, which would impede traffic. All-terrain vehicles are prohibited in recreation areas.

## Hours of Availability

**Hours of Operation:** 7:00 a.m.—11:00 p.m.

To inquire about available hours, contact the Hollis Town Hall at 603-465-2209. Requests for events outside the hours of availability will be considered upon request

## Description of the Physical Space

**Large Common Area:**

This space is 30' x 67' or 2,000 sf. The volume of this space is large with a 14' eave height and open space to the ridge at 24'. The space can legally accommodate 130 persons at tables based on the State of New Hampshire Permit to Operate a Place of Assembly. The space is heated but is not air-conditioned.

**Small Meeting Room:**

This space is approximately 20' x 32' or 640 sf. The ceiling height is 9'10". The space can legally accommodate 38 persons at tables based on the State of New Hampshire Permit to Operate a Place of Assembly. The space is heated and air-conditioned.

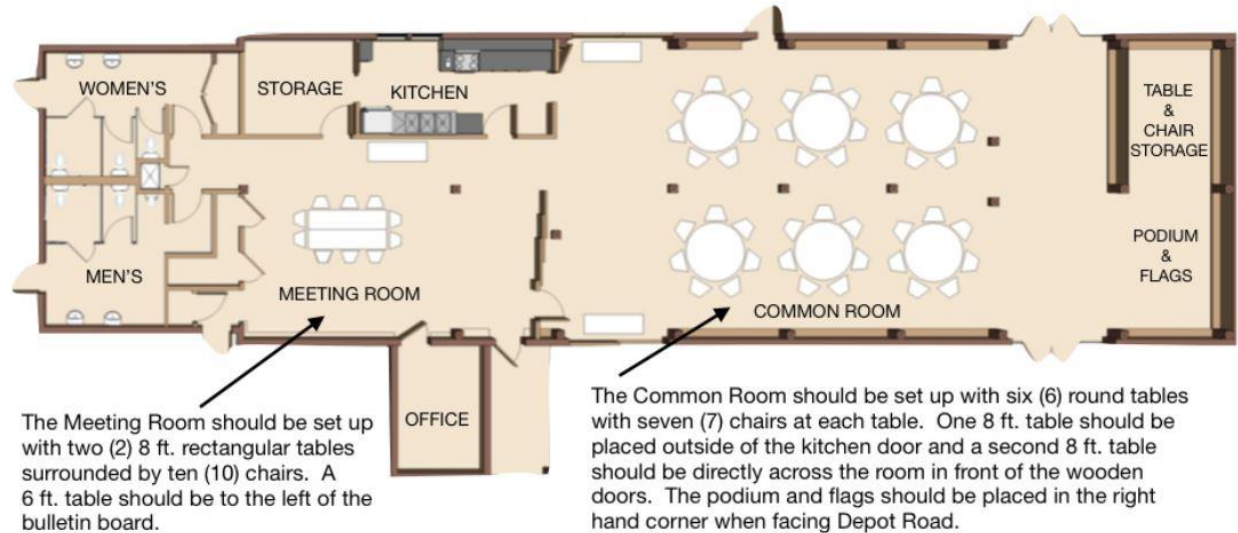
**Kitchen/Concession:**

This space is 10' x 20' or 200 sf. It is a "serving kitchen" where users may heat up previously prepared meals. It is not intended as a cooking kitchen. The kitchen has a stove with an oven, a microwave, a refrigerator, a three-basin washing sink, and a separate hand sink. A Dutch serving door connects the kitchen area to the large meeting room. A serving window on an external wall allows direct access to the playing fields as a concession stand. All refreshment items must be brought at the time of the event and removed at the end of the event.

**Bathrooms:**

Bathrooms are located off of the small meeting room area and are handicap accessible.

**For the benefit of the next users of the barn, please return the tables and chairs to the below configuration.**



## **Scheduling & Rates**

In the event of a scheduling conflict, priority shall be given to Hollis non-profit community organizations and those programs, which increase the diversity of programming.

**Scheduled Monthly Meetings:** The LBCC is available free of charge to Hollis non-profit community organizations for one scheduled monthly meeting. Regularly scheduled meeting dates are limited to weekdays, Monday – Thursday and Fridays.

**Recreation Programs:** The Lawrence Barn Community Center is available for use for Recreation sponsored programs. In lieu of a session fee a \$10 charge shall be included for each individual registered in the program.

**Non-Profit Special/Social Events:** Rates below are for events other than scheduled meetings.

**Private Events:** The LBCC is available for private events. Hollis residency is required. Private events shall not be scheduled more than 90 days in advance of the event.

Prices listed below are for a 4-hour session and the additional cost per hour to rent the facility. Payment in full shall be due prior to confirmation of reservation. Please include your set-up and clean-up time as part of your request.

	Meeting Fee 2 Hour Maximum	Event Fee 4 Hour Session	Additional Costs Per Hour for Events Only (excludes meetings)
Hollis Community Organizations/ Nonprofit	\$50.00	\$100.00	\$25.00
Private Event	\$75.00	\$175.00	\$25.00
Regional Nonprofit More than 50% Hollis Resident Membership	\$100.00	\$200.00	\$25.00
Regional Nonprofit Less than 50% Hollis Resident Membership	\$150.00	\$300.00	\$25.00

**Deposits:** Payment in full shall be due prior to confirmation of reservation. Usage Fees and Deposits will be waived for all Town of Hollis Boards, Committees and Commissions, Hollis Schools, Hollis/Brookline Schools, Hollis School Boards, and Hollis/Brookline Cooperative School meetings.

**Key Deposit:** A refundable key deposit of \$10.00 shall be required. The deposit will be returned after inspection of the Barn, following the event.

**Cleaning Deposit:** A refundable cleaning deposit of up to \$500.00, as determined by the Town Administrator or his/her designee, shall be required. The deposit will be returned after inspection of the barn following the event. A cleaning checklist needs to be completed and returned to Town Hall.

**Sound System/Microphone Deposit:** A refundable equipment deposit of up to \$500.00, as determined by the Town Administrator or his/her designee, shall be required. The deposit will be returned after a satisfactory inspection of the sound system has been completed.

**Cancellation Policy:** In the event of a cancellation written notice shall be given to the Town of Hollis within 30 calendar days of the scheduled event. A full refund of all monies will be returned if proper notice was received. If your cancellation notice was not received within the specified time, you will forfeit all rental fees. All applicable deposits will be returned according to the Town's refund schedule.

## **Liability Coverage**

Any community organization wishing to use the LBCC or other Town facility, other than those elected or appointed by the Town, must provide a certificate of liability insurance naming the Town of Hollis as an additional covered party.

Individuals who wish to use the LBCC must provide a certificate of event insurance and name the Town of Hollis as the insured party through their personal insurance OR sign a Facility Use Agreement and Release/Indemnification form.

If an event is being catered OR if an event is hiring a group to perform, the caterer or performance group must provide a certificate of insurance naming the Town of Hollis as an additional covered party.

All fees and liability insurance, including endorsement to an individual's policy naming the Town of Hollis as an additional covered party, must be submitted to the Town of Hollis Select Board, Town Administrator or their designee at least 4 days prior to the event. Without proper liability coverage, the event shall be cancelled.

## **Location**

The Lawrence Barn Community Center is located at 28 Depot Road, Hollis, NH 03049.

## **How to Reserve Space**

To reserve space in the LBCC:

1. Print the Facility Request Form and review the Hollis Facility Use Rules and Regulations and LBCC Rules and Regulations, which can be found at [www.hollisnh.org](http://www.hollisnh.org)
2. Submit the completed form to the Town of Hollis. If the requested space is available, you will be asked to submit a Certificate of Insurance or the Facility Use Agreement and Release/Indemnification form along with any applicable fees and deposits to the Town of Hollis prior to confirmation of reservation.

## **Questions**

If you need information or have questions, please contact:

Telephone:

603-465-2209 ext. 111

Email

[townhall@hollisnh.org](mailto:townhall@hollisnh.org)

Postal Address:

Lawrence Barn Community Center Coordinator

C/O Town Hall

7 Monument Square

Hollis, NH 03049

## **Lawrence Barn Facility Use Rules & Regulations**

Users of the LBCC are subject to all existing Town ordinances and State regulations.

The applicant and the organization shall be held responsible for the proper use of the facility and for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed to on the application and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of this facility, grounds, or fields, the amount of damage shall be decided by the Town of Hollis or designee; and a bill for damages will be presented to the group or individual occupying the facilities, grounds, or fields during the time that loss or damage was sustained.

All applicants for use of the LBCC and the surrounding grounds and fields shall hold the Town of Hollis free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities.

Users shall provide any necessary police and fire protection as per Town ordinances. Additional fees may apply. Special Detail Rates shall be consistent with those rates established in the Police Department Collective Bargaining Agreement (CBA), including administrative fees as established by the town of Hollis, and will be billed to the vendor in need of police presence during an event.

Posters, decorations, and displays must be removed at the end of the event. Items may only be attached using painter's tape. Thumbtacks and nails are not allowed under any circumstances.

Material and leaflets, which advocate the election of a candidate, political or otherwise, must be removed at the end of the event.

Signs shall not be placed on Town property without the expressed permission of the Select Board.

All minors must have appropriate adult supervision.

The Town will not be responsible for articles left in the facility.

**THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND.** Any consumption of alcoholic beverages or illegal substances by a member of the organization, audience, team, or attendee shall forfeit the right of that organization or individual to use the property.

All users are requested to assure that all trash and refuse are picked up at the conclusion of any event and placed in the trash receptacle area located in the outside shed. Additionally, the kitchen area and tables should be wiped clean. No food or other perishables are to be left in the facility.

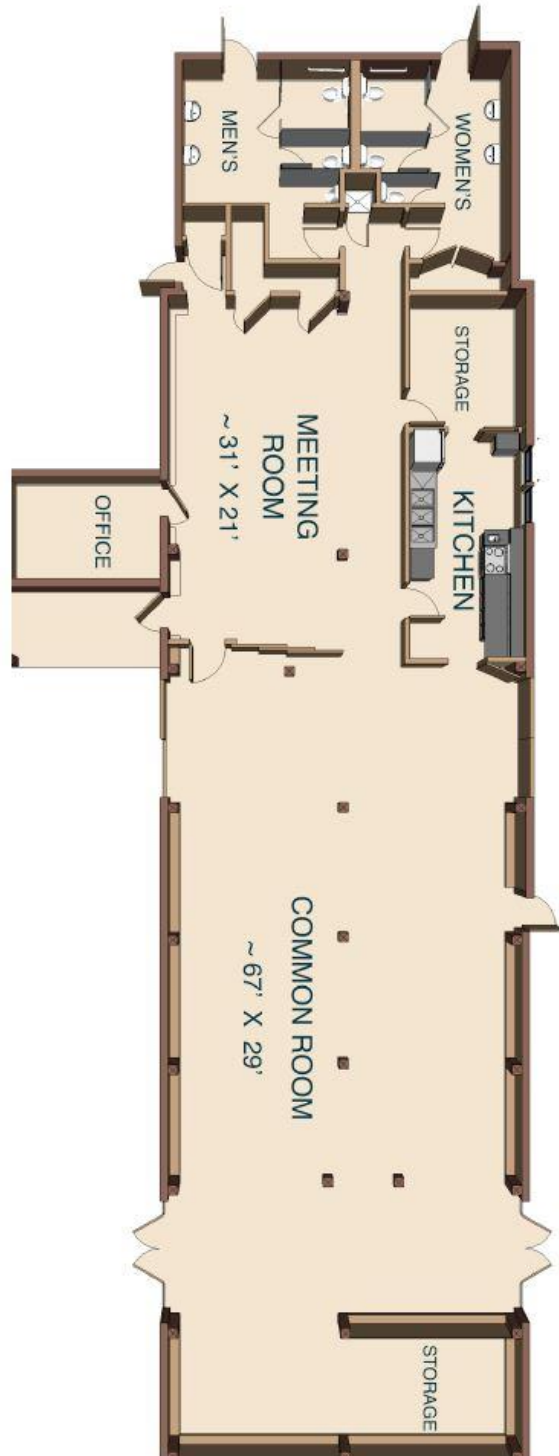
Upon exit, both meeting rooms should be left in the standard set-up position. Note: There are photos in the small meeting room closet showing the standard set-up for both meeting rooms.

When leaving the facility at the end of the event, the person responsible must ensure that all doors are locked, lights are out, and the key is returned to the Town Hall.

The Town of Hollis reserves the right to refuse use of its grounds to anyone other than a Hollis resident. If a Hollis resident requests the use of the Lawrence Barn Community Center on behalf of a person or persons who are not residents of Hollis, then the non-residents must be members of the applicant's immediate family (grandparents, parents or siblings).

The Town of Hollis reserves the right to refuse use of its grounds for functions that conflict with its mission.

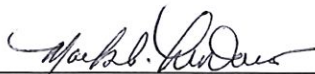
## Floor Plan



## Signature Page

Adopted October 11, 2010

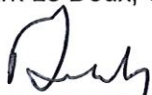
Amended: February 10, 2014, October 12, 2020



Mark Le Doux, Chairman

10-12-2020

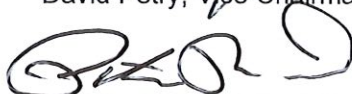
Date:



David Petry, Vice Chairman

10/26/2020

Date:



Peter Band

10/26/20

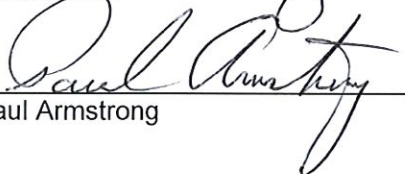
Date:



Susan Benz

10/26/20

Date:



Paul Armstrong

10/26/2020

Date: